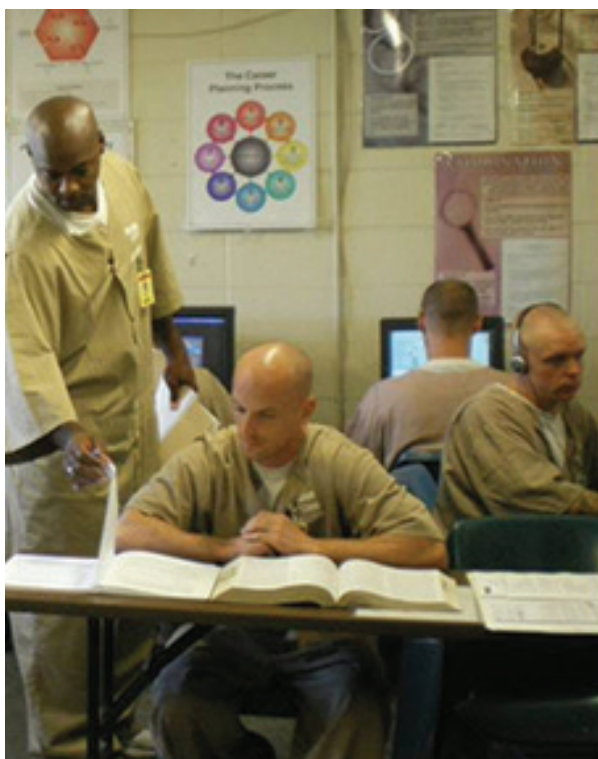


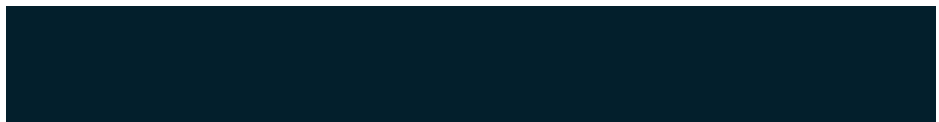
PEN

CAREER FOCUSED REENTRY

2015 Profile



The United States Department of Labor
Office of Apprenticeship
Certificate of Completion of Apprenticeship
This is to certify that
has completed



PEN WORKS!

PEN is a Division of the Indiana Department of Correction.



To equip offenders for successful reentry
through meaningful work and career development
while operating in a self-sustaining manner

PEN's Governing Statute

Acts 1917, Chapter 83, Sec. 1, Page 237, authorizes prisons in the State of Indiana to manufacture "articles and products as may be found practical" for use by the state, its institutions and political divisions and to sell the surplus upon the market. Indiana Department of Correction was established in Acts 1961, Chapter 343, Sec. 3, Page 1051. Under this Act, the Division of Industries and Farms was created to administer the operation of offenders who produce goods and services for sale to state agencies and residents of Indiana.

Indiana Code 1991, 11-10-6-2 Sec. 2. (a) The Department shall establish, maintain, and operate industry and farm programs for offenders assigned to equip the participant with a marketable skill which will provide to participant a means of earning a livelihood upon the participant's return to the community...

The Division of Industries and Farms changed its name to PEN Products in November of 1993.

Indiana Code 1998, 5-22-11, mandates that all state agencies and political subdivisions of the state shall purchase from the Department goods produced or manufactured by the Department as listed in the department's printed catalogue, providing those goods meet the specifications and needs of the purchasing governmental body and can be purchased at a fair market price.



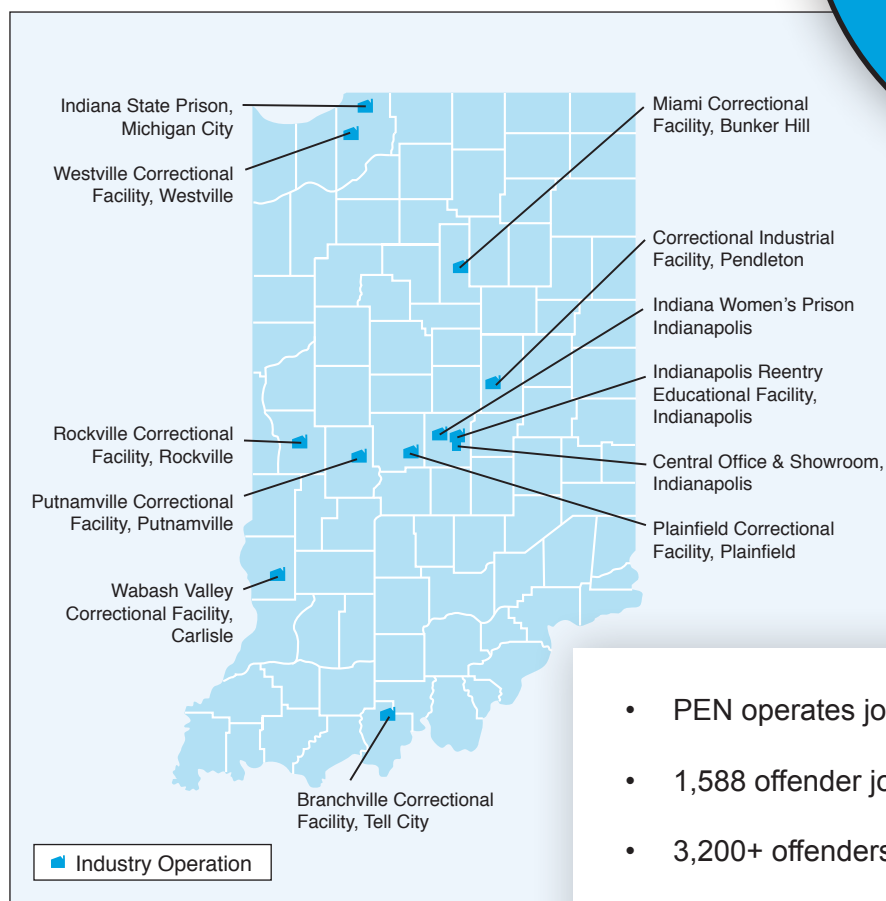
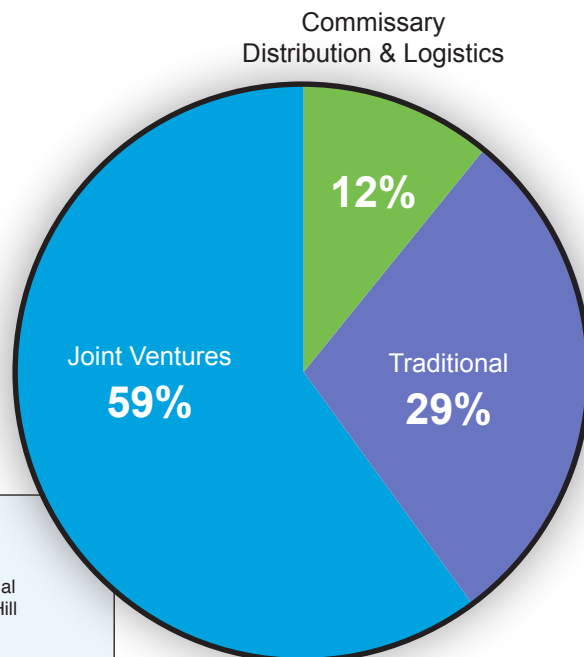
Indiana Department of Correction

To advance public safety and successful reentry
through dynamic supervision, programming and partnerships

PEN Operations

3 Types of Operations

	Offenders
Traditional Industries	455
Manufacture products and provide services	
Commissary / Distribution / Logistics	199
Provides Commissary products to offenders and provides transportation and delivery of all products	
Joint Ventures	934
Partnerships with private sector companies to manufacture products or provides services	
Total Offenders	1,588



- PEN operates job training in 11 correctional facilities
- 1,588 offender job positions
- 3,200+ offenders learn job skills/work ethic annually
- PEN ranks 3rd nationally in offender job creation*
- PEN ranks 1st nationally when compared to states with a comparable prison population*

* 2015 *National Correctional Industries Association Directory*

Traditional Industries

Purpose of selling products is to fulfill the mission of teaching offenders marketable job skills / work ethic and returning offenders to Indiana communities as taxpayers.

460 offender jobs

Metal Products (standard and custom)

Road Signs

Offender Garments

Offender Mattresses

Janitorial Chemicals, Warewash Chemicals,

Laundry Chemicals, Floor Care Chemicals

Hand Soaps / Sanitizers

Toilet Paper

Printing & Graphic Design Services

Office Seating & Folding Tables

Laundry

INDOT Crew

Braille / Large Print / Electronic Media



Not all traditional industries can cover their costs, but have value and must be supported by other operations.

Cost Includes: Raw materials, offender wages, all staff salaries and benefits, transportation, equipment, supplies and the cost of security.

Garment Shop

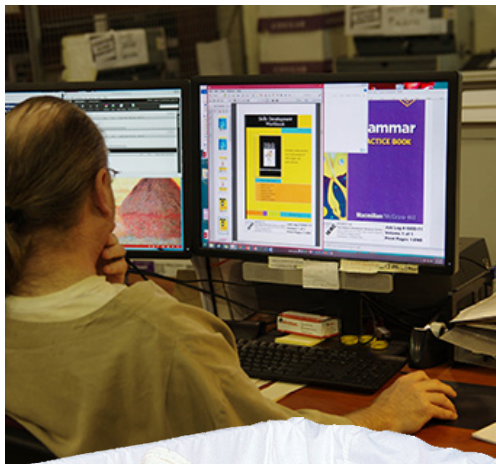
Located at the Miami Correctional Facility

PEN sells offender garments below cost to keep the shop working.

- Shop works 250 offenders in small area requiring minimal tooling and truck traffic.
- Offenders learn manufacturing process, production flow, quality and soft skills.
- To keep the offender jobs, PEN matches competitors price who source clothing from Bangladesh where wages are about half of offender wages with unsafe working conditions.
- These jobs could not be replaced in a high security facility

like Miami Correctional Facility—where offender jobs are needed.

- These jobs are needed to work offenders, provide career development and reduce Indiana's recidivism rate.



Braille Shop

Located at the Miami Correctional Facility

Supplies free books to Indiana schools.

- Still several years from establishing a reputation to sell large volume of books to out-of-state governments and to non-profit organizations.
- This shop is very valuable to the state of Indiana and one day will be self-sustaining.



Commissary, Distribution & Logistics

199 offender jobs

Located at the Plainfield Correctional Facility

- Works offenders in a vocation where many jobs exists for released offenders.
- Warehousing skill pick and pack operators, fork lift drivers.
- Supports most traditional operations by reducing logistics costs of products.
- Trucks that deliver commissary items to facilities
 - Backhaul product made at each facility
 - Deliver to jails and other customers en route to facilities to make commissary deliveries



Joint Ventures

934 offender jobs

Purpose of Joint Venture Partnerships

- Allow offenders to learn job skills / work ethic leading to a career
- Add more jobs than could be supported by State sales

Service Operations

- Pallet Repairs (3 locations)
- Brake Remanufacturing
- DVD Plastic Recycling (2 locations)
- Automotive Parts Packaging
- Call Center (2 locations)

Prison Industry Enhancement Certification Program (PIECP) Operations

- Industrial Filter Manufacturing
- Military Cases and Medical Assist Sewing
- Wire Harnesses



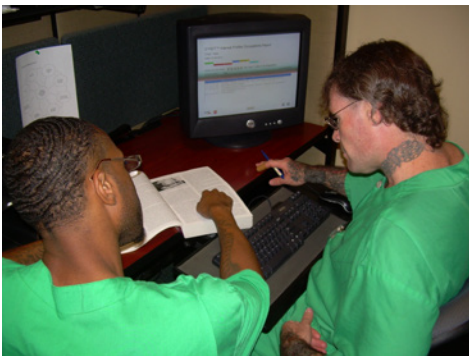
PEN Reentry

For Indiana to make a significant impact into successful reentry, offenders need to work full-time jobs in real manufacturing / service assignments up to their day of release. This will make it seem unnatural to not work once these men and women are released from their time of incarceration. Correctional industries is positioned to provide this opportunity through offender work and career focused reentry initiatives.



U.S. Department of Labor Apprenticeship (for all IDOC)

- Initiated in 2006
- National Recognition in 2012
(Largest prison apprenticeship program in the nation)
- 2,540 enrolled statewide as of September 30, 2015
- 1,163 graduates in 2015 earned 6,758 months in time cuts (\$1,726,380 annual cost savings)



Career Development Training

- Pilot in 2012 at three facilities (80 offenders participating in the pilot)
- Department wide implementation in 2013-14
- Offenders develop 5-year post release plan
- Graduates earn 90-day time cut
- Cost savings from January - November, 2015
\$73,051 dollars (267 months awarded)



Offender Workforce Development Training Specialists (OWDS)

- Staff development certification through the National Institute of Corrections
- 180-hour accredited curriculum
- Grown from 1 in 2009 to 234 as of September 2015
- Building a multi-agency network of service providers

PEN Provides...

Job Training Everyday

3,200 offenders annually work at PEN

Real World Manufacturing Experience

Job Readiness

Soft Skills to include; strong work ethic, positive attitude, good communication skills, decision-making skills, problem-solving skills, social skills, time management, team player, flexibility / adaptability, capability to accept and learn from criticism and getting along with others.

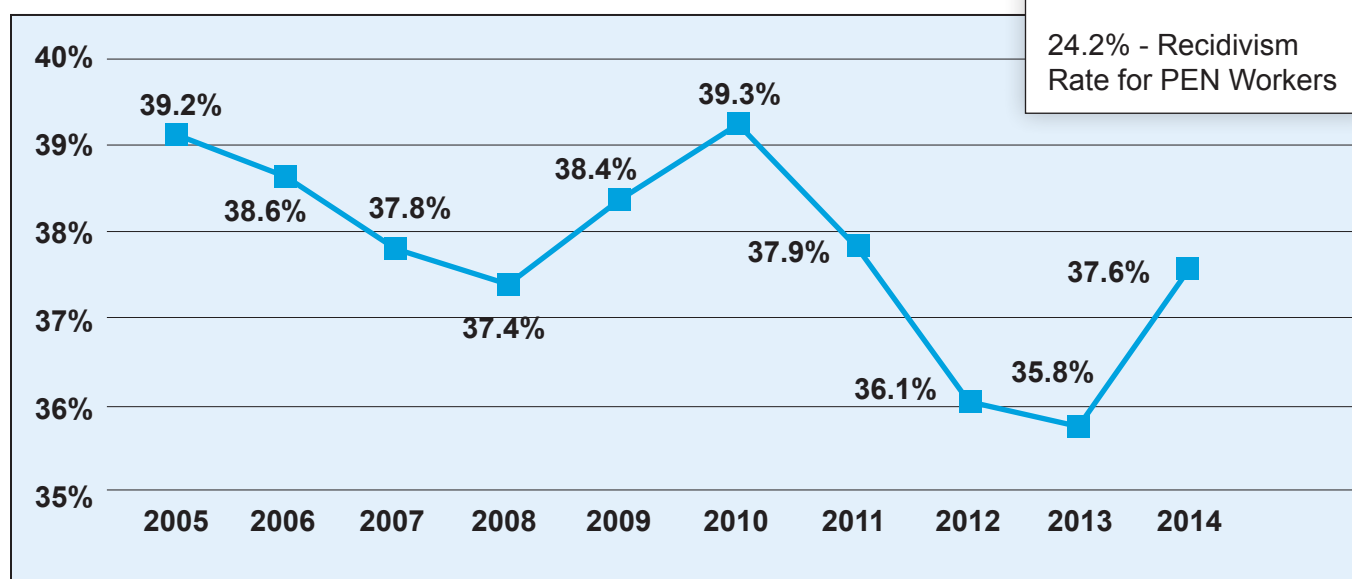
Job Search Tools to include; resume writing, ability to fill out a complete first-class application, pocket application, understanding of networking, internet use for job search and applications, "30-second elevator speech", interview training to include; firm hand shake, direct eye contact, good posture, smile, appropriate dress, pen, notebook, questions for the interviewers.



Work Ethic

Emulating the Community Workplace in prison work assignments teaches and reinforces daily attendance, punctuality, team work, communication, following supervisor' instructions and adherence to health and safety guidelines.

Recidivism Rate



Maximizing the number of offender jobs will improve the success rate of former offenders through reduced Recidivism.

Provides funding and oversight of these IDOC Reentry Programs including PEN dedicated staff

On-the-Job Training / Soft Skills for more than 3,200 men and women annually “learn how to work”

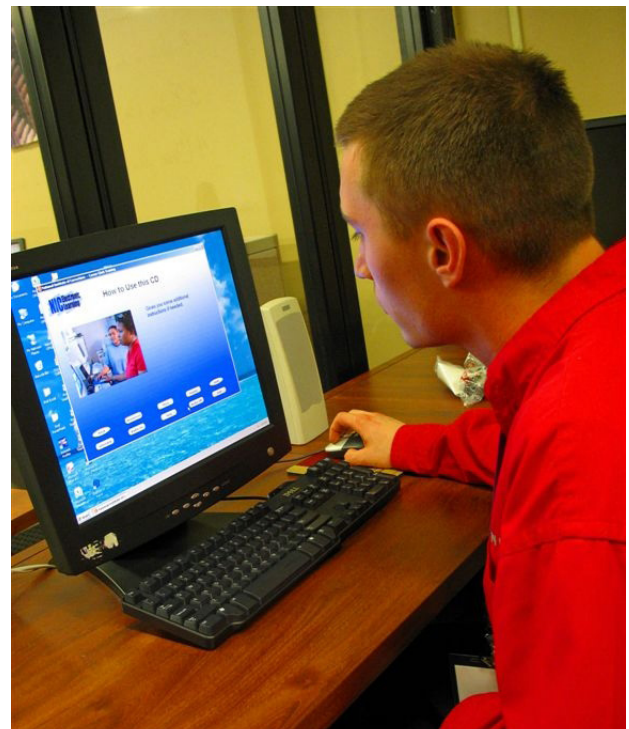
- Work Ethic (unnatural to not work)
- Communication / Social Skills
- Team Concept
- Quality and Timeliness
- Decision-making
- Critical Thinking / Problem Solving
- Time Management
- Adapting to Change

United States Department of Labor Apprenticeship (Real world work experience certification)

- Document skills offenders learn—Certificate from the United States Department of Labor
- On-the-Job training and related study required

Career Development Training

- Changes offenders' mindset from “need a job” to “need a career” (gain and retain employment).



Offender Workforce Development Specialist (OWDS) Training

A National Institute of Corrections certified training program focusing on staff development to assist in the area of employment readiness

- 3 week on-site training, accredited college curriculum. 180 hours classroom and practicum work.
- Staff from the Indiana Department of Correction, Department of Workforce Development and Community Service Providers learn how to assist offenders and ex-offenders with barriers, gaining and retaining employment.

NOTE: Number of certified OWDS has grown from 1 in 2009 to 234 as of September 2015. This number is encompassing our state both geographically and by Agency.

Hoosier Initiative for Reentry (HIRE)

- Indiana Department of Workforce Development (DWD) program created to deal exclusively with job search and placement for former offenders. HIRE staff follow-up with ex-offender for one year.
- HIRE staff required to complete and become certified as OWDS.
- DWD works closely with PEN in the operation of this program.

What do offenders acquire in PEN programs?

- Work ethic
- Job skills
- Employment retention
- Job readiness
- Career planning





2010 E. New York St.
Indianapolis, IN 46201

317.955.6800
317.736.2550 **toll free**
317.234.7636 **fax**
www.penproducts.com



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This planner was printed by offender labor at the
Wabash Valley Correctional Facility (Carlisle, Indiana).

PEN's Mission
To equip offenders for successful reentry
through meaningful work and
career development
while operating in a self-sustaining manner

